



Finance 101: Managing Your AmeriCorps Budget

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Virginia Service Commission



Session Objective:

To explain expectations for managing your budget in compliance with CNCS and Commission requirements by:

- ☐ Understanding your approved budget
- ☐ Monitoring your budget
- ☐ Recognizing when and how to modify your budget
- ☐ Learning CNCS and Commission requirements

OMB Budget Definition

The “financial plan” for the project or program that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency or pass-through entity.”

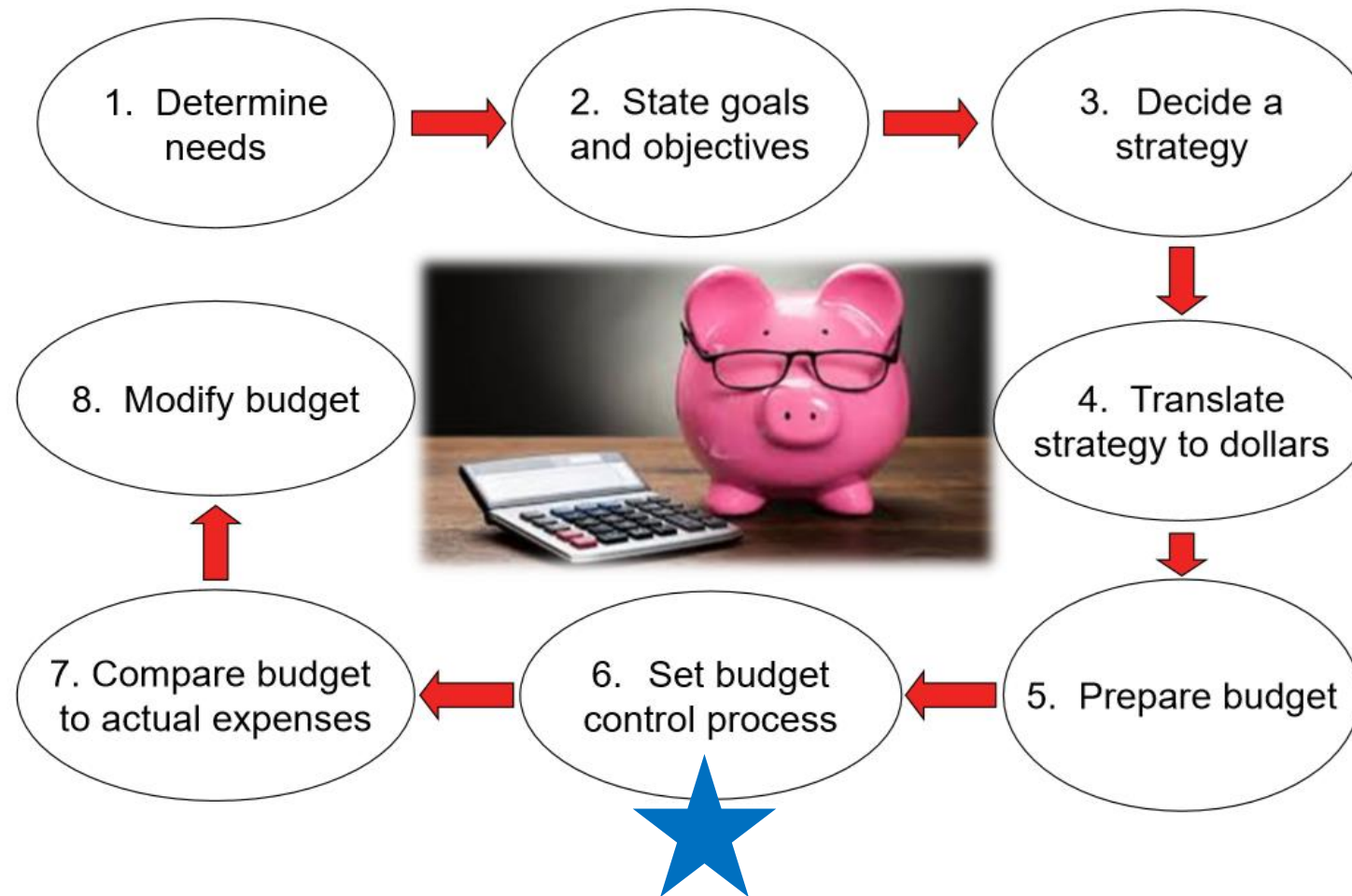
[Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards 2 CFR Part 200.8](#)

CNCS SHARE + GRANTEE SHARE = TOTAL BUDGET

(CASH + 3RD PARTY IN-KIND)

Your Budget as a Road Map

- Identifying initial funding, or revenue needs
- Measuring and monitoring program progress
- Looking toward the future, or forecasting
- Demonstrating accountability



Source: CNCS, Best Practices in Budget Development

Qualities of an Effective Budget

- Realistic
- Cost effective
- Flexible
- Consistent with organizational objectives and AmeriCorps requirements

Your AmeriCorps Budget

- Formally approved in eGrants as part of your application
- Set-up in OnCorps Reports at the beginning of the program year
- Expenditures are entered and reported against this budget monthly in OnCorps
- Can be modified
- Overall, must comply with Uniform Guidance (UG) Cost Principles

Where can I locate guidance and resources?

- OMB Uniform Guidance
- CNCS 2020 General and Specific Terms and Conditions
 - “Budget” is mentioned 20 times in the Specific Terms and Conditions
- Program Director’s Manual
- VSC Website Resource Portal



COMMISSION

Why monitoring your budget is critical

Links programmatic activities to financial records

**Helps monitor program activities and
progress toward goals**

**Prevents or limits spending variances
and disallowed costs**

Applying Budgetary Controls

- Regular monitoring of your actual year-to-date (YTD) and current period's expenditures against your budget
- Explain unusual budget variances and determine necessary adjustments
- Request prior approvals and modifications, if and when necessary
- Check for compliance with CNCS requirements including match % requirements

Setting Up Your Budget in OnCorps Reports

Current Budget

Select a Budget Period:

Program Name: **VSC Training Program**

Legal Applicant: **Virginia Service Commission**

Program Type: **Formula Cost Reimbursement (24% match)**

Program Year: **2019-2020**

Budget Period: **2019-2020 Annual Budget Totals**

Yellow Background = Over Budget by less than 10%

Red Background = Over Budget by 10% or more

Budget Item		Budget Total				Current E	
		CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash
Program Operating Costs							
A	Personnel Exp	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00		
B	Fringe Benefits	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00		
C	Travel						
C.1	Staff Travel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00		
C.2	Member Travel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00		
C.3	Travel Subtotal	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00		
D	Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00		
E	Supplies	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00		
F	Consultants	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$.00		

[Home](#) > [Financials](#) > Submit Reports > [Budget](#)

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Current Budget

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Budget Item		Budget Total				Current Expendi		
		CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grant
Program Operating Costs								
A	Personnel Exp	\$39,613.00	\$25,364.00	\$0.00	\$64,977.00			
B	Fringe Benefits	\$9,218.00	\$5,901.00	\$0.00	\$15,119.00			
C	Travel							
C.1	Staff Travel	\$0.00	\$2,000.00	\$0.00	\$2,000.00			
C.2	Member Travel	\$0.00	\$9,600.00	\$0.00	\$9,600.00			
C.3	Travel Subtotal	\$0.00	\$11,600.00	\$0.00	\$11,600.00			
D	Equipment	\$0.00	\$0.00	\$0.00	\$0.00			
E	Supplies	\$0.00	\$1,025.00	\$0.00	\$1,025.00			



[Home](#) > [Tools](#) > [Administrative Tools](#) > [Email Notification On/Off](#)

Email Notification On/Off

	Email Notifications
Program Year Budgets:	<input checked="" type="radio"/> On <input type="radio"/> Off
PERs/Budget Modifications:	<input checked="" type="radio"/> On <input type="radio"/> Off
AFRs:	<input checked="" type="radio"/> On <input type="radio"/> Off
Progress Reports/CNCS Initiatives:	<input checked="" type="radio"/> On <input type="radio"/> Off
Program Income Report:	<input checked="" type="radio"/> On <input type="radio"/> Off
Document Monitoring:	<input checked="" type="radio"/> On <input type="radio"/> Off
Virginia Monthly Report:	<input checked="" type="radio"/> On <input type="radio"/> Off
<div>Save Cancel</div>	

OnCorps Reports Reminder: VSC Training Program (2019-2020) has submitted a budget for approval. Inbox x



reports@oncorpsreports.com
to me ▼

10:24 AM (20 minutes ago)



VSC Training Program (2019-2020) has submitted a budget for approval.

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Upcoming Webinars

Financials in OnCorps Reports

Wed, June 17, 2020 11:00 AM CDT

[Register Here](#)

This webinar will introduce Commission Staff and Program Directors to all things financial in OnCorps Reports, including budgets, budget modifications, periodic expense reports (PER), AFR, and the Fixed-Amount Invoice.

Introduction to Budget Modifications

How do I know if I need to modify my budget?

Does your budget reflect the current environment or conditions of your program?

For example.....

How do I know if I need to modify my budget?

Are living allowances budgeted in all slot type categories where members are enrolled?

Budget Item	Budget Total				Current Expenditures				Year-To-Date			
	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total
Program Operating Costs												
A Personnel Exp	\$0.00	\$32,497.00	\$0.00	\$32,497.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,749.65	\$0.00	\$3,749.65
B Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C Travel												
C.1 Staff Travel	\$79.00	\$500.00	\$0.00	\$579.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C.2 Member Travel	\$1,488.00	\$601.00	\$0.00	\$2,089.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C.3 Travel Subtotal	\$1,567.00	\$1,101.00	\$0.00	\$2,668.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E Supplies	\$1,065.00	\$1,386.00	\$0.00	\$2,451.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F Consultants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G Training												
G.1 Staff Training	\$67.00	\$572.00	\$0.00	\$639.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G.2 Member Training	\$532.00	\$3,692.00	\$0.00	\$4,224.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G.3 Training Subtotal	\$599.00	\$4,264.00	\$0.00	\$4,863.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
H Evaluation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I Other Op	\$692.00	\$418.00	\$0.00	\$1,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$108.94	\$400.57	\$0.00	\$509.51
K Living Allowance												
K.1 Full Time	\$54,744.00	\$23,256.00	\$0.00	\$78,000.00	\$3,388.80	\$1,411.20	\$0.00	\$4,800.00	\$31,875.80	\$13,324.20	\$0.00	\$45,200.00
K.2 Half Time	\$54,696.00	\$23,304.00	\$0.00	\$78,000.00	\$2,594.55	\$1,080.45	\$0.00	\$3,675.00	\$30,016.71	\$12,558.31	\$0.00	\$42,575.02
K.3 Reduced Half Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K.4 Quarter Time	\$0.00	\$0.00	\$0.00	\$0.00	\$833.08	\$346.92	\$0.00	\$1,180.00	\$833.08	\$346.92	\$0.00	\$1,180.00
K.5 Minimum Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K.6 Three Quarter Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K.7 Living Allowance Subtotal	\$109,440.00	\$46,560.00	\$0.00	\$156,000.00	\$6,816.43	\$2,838.57	\$0.00	\$9,655.00	\$62,725.59	\$26,229.43	\$0.00	\$88,955.02

How do I know if I need to modify my budget?

Are living allowances budgeted in all slot type categories where members are enrolled?

Periodic Expense Report

Budget Item	Budget Total				Current Expenditures				Year-To-Date			
	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total
Program Operating Costs												
A Personnel Exp	\$0.00	\$18,250.00	\$0.00	\$18,250.00	\$0.00	\$784.00	\$0.00	\$784.00	\$0.00	\$4,304.00	\$0.00	\$4,304.00
B Fringe Benefits	\$0.00	\$1,781.00	\$0.00	\$1,781.00	\$0.00	\$60.00	\$0.00	\$60.00	\$0.00	\$328.00	\$0.00	\$328.00
C Travel												
C.1 Staff Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C.2 Member Travel	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C.3 Travel Subtotal	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E Supplies	\$300.00	\$16,800.00	\$0.00	\$17,100.00	\$0.00	\$392.00	\$0.00	\$392.00	\$0.00	\$4,741.00	\$0.00	\$4,741.00
F Consultants	\$0.00	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G Training												
G.1 Staff Training	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G.2 Member Training	\$500.00	\$1,000.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G.3 Training Subtotal	\$500.00	\$2,500.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
H Evaluation	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I Other Op	\$0.00	\$2,650.00	\$0.00	\$2,650.00	\$0.00	\$28.75	\$0.00	\$28.75	\$0.00	\$291.75	\$0.00	\$291.75
K Living Allowance												
K.1 Full Time	\$55,008.00	\$0.00	\$0.00	\$55,008.00	\$1,146.00	\$0.00	\$0.00	\$1,146.00	\$6,303.00	\$0.00	\$0.00	\$6,303.00
K.2 Half Time	\$10,636.00	\$2,660.00	\$0.00	\$13,296.00	\$1,662.00	\$0.00	\$0.00	\$1,662.00	\$6,925.00	\$0.00	\$0.00	\$6,925.00
K.3 Reduced Half Time	\$0.00	\$0.00	\$0.00	\$0.00	\$554.00	\$0.00	\$0.00	\$554.00	\$554.00	\$0.00	\$0.00	\$554.00
K.4 Quarter Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K.5 Minimum Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K.6 Three Quarter Time	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K.7 Living Allowance Subtotal	\$65,644.00	\$2,660.00	\$0.00	\$68,304.00	\$3,362.00	\$0.00	\$0.00	\$3,362.00	\$13,782.00	\$0.00	\$0.00	\$13,782.00

How do I know if I need to modify my budget?

Are you spending in categories with -\$0- budgeted?

Periodic Expense Report

Budget Item		Budget Total				Current Expenditures				Year-To-Date			
		CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total
Program Operating Costs													
A	Personnel Exp	\$60,000.00	\$124,800.00	\$0.00	\$184,800.00	\$9,220.84	\$4,166.67	\$0.00	\$13,387.51	\$111,070.08	\$63,246.95	\$0.00	\$174,317.03
B	Fringe Benefits	\$0.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$1,766.75	\$0.00	\$1,766.75	\$0.00	\$20,717.83	\$0.00	\$20,717.83
C	Travel												
C.1	Staff Travel	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C.2	Member Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C.3	Travel Subtotal	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	Supplies	\$0.00	\$12,160.00	\$0.00	\$12,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F	Consultants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,970.84	\$0.00	\$0.00	\$18,970.84

How do I know if I need to modify my budget?

Have your expenditures exceeded funds budgeted in one or more categories? To what degree?

How do I know if I need to modify my budget?

Are you allocating grantee share (cash or in-kind) to line items where no funds are budgeted?

Periodic Expense Report

Budget Item		Budget Total				Current Expenditures				Year-To-Date			
		CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total
Program Operating Costs													
A	Personnel Exp	\$0.00	\$18,250.00	\$0.00	\$18,250.00	\$0.00	\$400.00	\$0.00	\$400.00	\$0.00	\$5,172.00	\$0.00	\$5,172.00
B	Fringe Benefits	\$0.00	\$1,781.00	\$0.00	\$1,781.00	\$0.00	\$31.00	\$0.00	\$31.00	\$0.00	\$395.00	\$0.00	\$395.00
C	Travel												
C.1	Staff Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C.2	Member Travel	\$0.00	\$592.00	\$0.00	\$592.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C.3	Travel Subtotal	\$0.00	\$592.00	\$0.00	\$592.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	Supplies	\$400.00	\$16,800.00	\$0.00	\$17,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,741.00	\$1,882.00	\$6,623.00
F	Consultants	\$0.00	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Item		Budget Total				Current Expenditures				Year-To-Date			
		CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total	CNCS	Grantee Cash	Grantee In-kind	Total
Program Operating Costs													
A	Personnel Exp	\$49,990.00	\$63,000.00	\$0.00	\$112,990.00	\$2,188.00	\$100.00	\$0.00	\$2,288.00	\$8,306.09	\$37,269.31	\$0.00	\$45,575.40
B	Fringe Benefits	\$30,010.00	\$4,820.00	\$0.00	\$34,830.00	\$865.00	\$4.00	\$0.00	\$869.00	\$3,283.43	\$2,541.12	\$0.00	\$5,824.55
C	Travel												
C.1	Staff Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$732.99	\$0.00	\$732.99
C.2	Member Travel	\$7,285.00	\$0.00	\$0.00	\$7,285.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,841.97	\$0.00	\$0.00	\$3,841.97
C.3	Travel Subtotal	\$7,285.00	\$0.00	\$0.00	\$7,285.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,841.97	\$732.99	\$0.00	\$4,574.96
D	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E	Supplies	\$0.00	\$20,867.00	\$0.00	\$20,867.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,731.31	\$0.00	\$22,731.31
F	Consultants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Remember...

Budgeting of Grantee Share is held to the same standards as CNCS Share



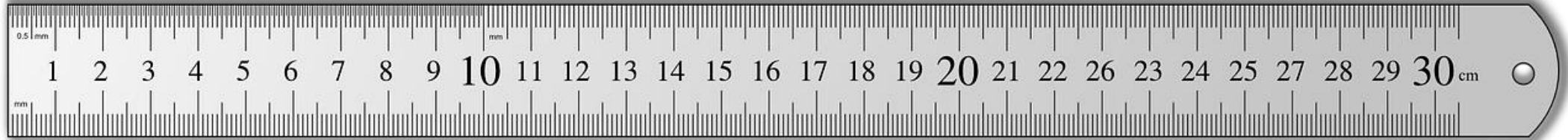
When is prior approval needed by the Commission from CNCS?

- Specific Costs Requiring Prior Approval
- Purchases of equipment over \$5,000 using grant funds
- Changes to cumulative and/or aggregate budget line items that amount to 10 percent or more of the total portfolio budget

When is prior approval needed by the Subgrantee from the Commission?

- Specific Costs Requiring Prior Approval
- Changes to cumulative and/or aggregate budget line items that amount to 10 percent or more of the total budget
- Categories not described/ budgeted in the approved budget
- Shifts from CNCS Share to Grantee Share and vice versa....

10% Rule for Subgrantees



- Changes to cumulative and/or aggregate budget line items that amount to 10 percent or more of the total program budget* must be approved in writing in advance by the Commission


*Total budget= CNCS Share + Grantee Share

10% Rule for Subgrantees

- Use Budget Variance Monitoring tool in Resource Portal
- Interpret your PER for compliance

CNCS Budget	\$59,366.00
Grantee Cash/In-Kind	\$88,210.00
10% Budget	\$14,757.60
CNCS Admin <= 5.26%	
Budget	5% (OK)
YTD Actual	5.16% (OK)
Overall Match >= 32%	
Budget	59.77% (OK)
YTD Actual	48.27% (OK)

Program Change Requests



This form must be used to begin the process of any change to your program, including but not limited to slot conversions, member exits with compelling personal circumstances, budget modifications, staff changes, partner site adjustments, and changes to member activities.

Program Name: _____

Program Director Name: _____

Program Director Contact Info: _____

Identify the change requested (i.e., slot conversion, budget modification)

☐ Member Enrollment ☐ Member Exits ☐ NSCHC (TrueScreen/Fieldprint) ☐ Staff Changes

☐ Slot Conversions ☐ Budget Modifications ☐ Other Explain: _____

Current Status: _____ Desired Status: _____

Reason for Change: _____

Budgetary consequences and how you will manage them: _____

Program consequences and how you will manage them: _____

Documentation Attached: _____

Program Officer Signature
☐ Approve ☐ Disapprove
☐ Need Additional Info

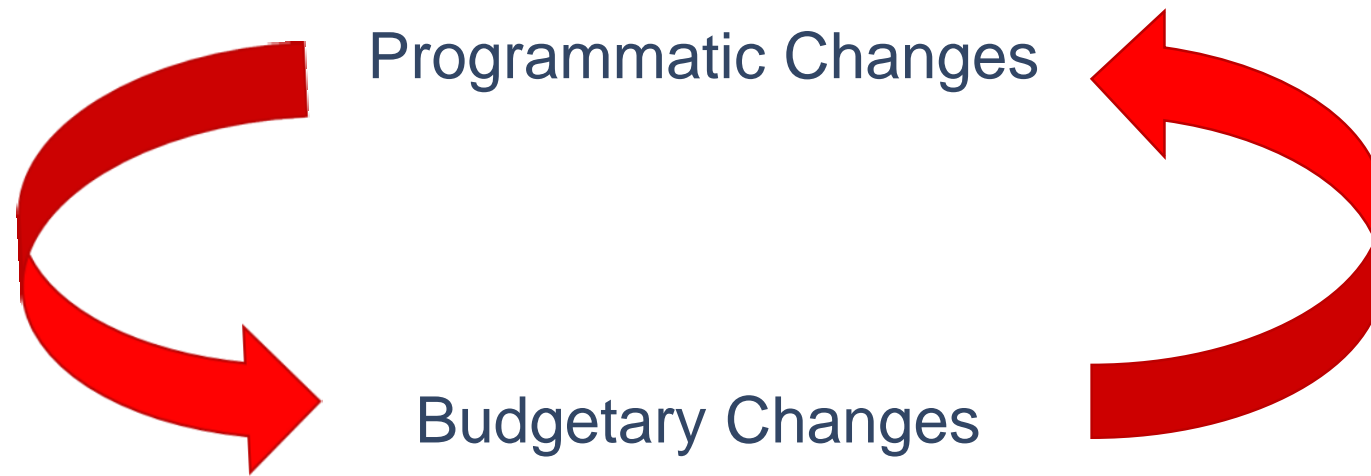
Signed: _____ Date: _____

Program Fiscal Officer Signature
☐ Approve ☐ Disapprove
☐ Need Additional Info

Signed: _____ Date: _____

What are these requests?

- Document used by Commission staff to create a trail of documentation and approval for changes to your program
- Many PCRs will result in some change to forecasted spending:
 - Adding a slot type not previously budgeted
 - Slot conversions
 - Changes to key staffing
 - Early exits



**PROGRAM
IDENTIFIES NEED &
COMPLETES PCR**

Virginia Service

WEBSITE

**SUBMITS PCR TO
PROGRAM OFFICER
(PO) BY EMAIL**

**PO APPROVES &
FORWARDS TO
FISCAL OFFICER (FO)**

**PO REJECTS PCR OR
REQUESTS
ADDTL INFO**

**FO APPROVES
PCR & PO
RETURNS COPY***

**FO REJECTS PCR OR
REQUESTS
ADDTL INFO**

**FO APPROVES
BUDGET MOD IN
ONCORPS**

**OnCorps
Reports™**

**PROGRAM SUBMITS
BUDGET MOD IN
ONCORPS****

Reminder:

All requests should be thoughtfully evaluated for budget implications and these must be reported on the form

Self-check for Budget Mods

- ✓ Is the need or rationale for the modification documented?
 - ☐ Part of corrective action to a monitoring finding or concern
 - ☐ Described in the Comments section of Budget Modification in OnCorps
 - ☐ Program Change Request form
 - ☐ Other?

Self-check for Budget Mods

- ✓ Modifications cannot result in an overall increase/ decrease to CNCS or grantee share portion of your award
- ✓ Do proposed modifications net to zero “0”?

Total \$ Increase = Total \$ Decrease

Budget Modification Request



Details:															
Administrative ~ Indirect Costs Subtotal	\$2,966.00	\$8,025.00	\$0.00	\$10,991.00	\$2,966.00	\$8,025.00	\$0.00	\$10,991.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Percentage	26.99%	73.01%	0%		26.99%	73.01%	0%		n/a	n/a	n/a				
TOTAL	\$59,366.00	\$88,210.00	\$0.00	\$147,576.00	\$53,766.00	\$87,781.00	\$0.00	\$141,547.00	(\$5,600.00)	(\$429.00)	\$0.00	(\$6,029.00)			\$0.00
Percentage	40.23%	59.77%	0%		37.98%	62.02%	0%		92.88%	7.12%	0%				

Self-check for Budget Mods

- ✓ Cannot reduce a line item below what has been previously expended
- ✓ Administrative costs must not exceed 5% (.0526)

Best Practices

- Know what is included under various categories to correctly prepare the budget and charge expenditures against it!
 - See CNCS descriptions in RFA
- Don't wait until the end of the program year to request one cumulative modification. Complete them as warranted throughout the year to demonstrate you are monitoring your budget.

Best Practices

- Spending variances which occur year after year indicate the need for better budget preparation and increased monitoring of the budget
 - Use year-end actual expenditures as a baseline for creating the following program year's budget adjusting for changing conditions
 - Evaluated as a performance indicator by the Commission

Looking Ahead....

Important Reminders & Updates

- Request approval before incurring exceptional spending variances.
- There is no limit to the number of budget modifications
- Modifications to VSC will not be considered after deadline of June 30th – approximately 60 days before program year-end.

NEW

2020-2021 Match Waiver

NEW

- AmeriCorps requires cost sharing by statute, however the match requirement has been waived for 2020-2021 due to COVID-19
- Still awaiting guidance from CNCS on implementation of waiver

2020-2021 Match Waiver

- Continue to track and report cash and in-kind contributions that were identified in your budget that support the program regardless of waiver; Program still requires resources to operate
- Contact Commission if you need to utilize the waiver for reduced match due to financial constraints resulting from COVID-19
- Unknown when match requirements will be reinstated

Corps Act Expansion

Pending Corps Act Expansion legislation may have implications for the upcoming year:

- Match replacement
- Match waiver for additional years
- Program expansion opportunities



Thank You!

**For more information, contact
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**Please take a moment to fill out the evaluation for this session at
<https://bit.ly/2VQMEKc> (link in your Handout)**